

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 10, 2014**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Dennis Doyle, Anna Eddy, Patty Foley, Pauline Kruk (arrived at 7:08 PM), Judy Igielski, Iris Larsson, Ellen Vessella, Maureen O'Connor Lyons, Kris Nasinnyk, Pam Raynock Neil Ryan, Diane Stamm

BOARD MEMBERS ABSENT

LeeAnn Manke

STAFF

Lisa Masten, Library Director
Karen Benner, Assistant Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISONS

David Nagel

TOWN COUNCIL LIAISONS ABSENT

Clarke Castelle

FRIENDS

Philip DesJardins

CALL TO ORDER

The meeting was called to order by Anna Eddy at 7:06 AM.

I. ROLL CALL

II. PUBLIC PARTICIPATION

David Nagel indicated that he and Clarke Castelle will be alternating their attendance at the Library's monthly meetings. He mentioned the destruction of the National Welding project. He also spoke about CT Fastrak and the possibility of having bump outs placed in front of the Library or the Senior and Disabled Center's property for the circular buses to use. David also mentioned that he has been appointed to the Town Hall Renovation Committee.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy had no report.

IV. APPROVAL OF MINUTES

MOTION: Kris Nasinnyk made a motion to accept the minutes of October 6, 2014, Neil Ryan seconded the motion, all were in favor, and the motion to accept the minutes of October 6, 2014 was unanimously approved with a 13-0 vote.

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR

November's calendar consists of sending a notice to the Town Clerk regarding 2015 Library meetings, there will be no staff appreciation event as that is held every other year, and the Friends Book Sale.

VI. TREASURER'S REPORT

Iris reported that the painting for the Lienhard room was \$1,200, Red Thread was \$18,837.58, paying Milluzzo, the accountant, was \$2,682.50; these payments were taken from the Everbank account. Anna indicated approximately \$4,800 is in the 750 Club.

VII. LIBRARY DIRECTOR'S REPORT

Lisa reported that Terri Planco retired as of October 17th, and Shirlee-Ann Kober announced her retirement effective the end of the year. Beginning December 1st patrons will have the opportunity to print out museum passes from home. The RFID tags are on order and training will begin this month. The Sliva Family presents children's author Chris Grabenstein who will be holding a program at Newington High School for 3rd and 4th graders, then will meet with the middle school students at their respective schools, followed by an evening program at the Library. Sunday hours begin November 16th. The Friends present Shakespeare Sundays beginning on November 16th and for the following three Sundays beginning at 2:00 PM. There have been some very frustrating times with the patron catalogue; users have had very long waits, and there have been issues throughout the consortium. Lisa indicated a meeting will take place next week with ILS to discuss these issues.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen had to leave the meeting; Lisa reported that staff was provided with an overview of procedures that take place on Sundays; staff has received new computers with Windows 7 and Office 2013, the public computers will be updated in the near future. The Tech For You program began with five people each having a 45 minute session. There was an iPhone program. Zinio has new titles added to this magazine website. A new service called Hoopla, a digital media streaming service, will begin on December 1st.

IX. FRIENDS OF THE LIBRARY

Phil DesJardins reported that the Friends held a reception for their members a couple of weeks ago and it was very well attended. The Fall Book Sale is November 21st through the 23rd. The Wine & Cheese Social is scheduled for January 23rd with a snow date of January 30th. Patty Foley reported that Footnotes will soon be provided electronically; they hope to save on mailing costs by having Friends sign up to receive the newsletter electronically.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Kris has received PEP documents from Judy. She asked members of PEP to stay after the meeting in order to schedule a future meeting. The PEP Committee will be reviewing the ByLaws.

Kris also indicated that she will be attending the Focus Group on the Town Hall Expansion on Wednesday and asked the Board if there is anything that they would like to share with her. Board members indicated the usual issues of needed Library space, parking problems, Library expansion and making sure that this expansion is part of the process.

B. Investment Committee

Neil reported that the quarterly statements have been received and Vanguard is down slightly, and Oakmark is up slightly.

C. House Committee

1. House Committee Update
2. Walk-through

Diane reported that the House Committee held their walk-through and has listed below the status.

Location	Problem	Solution	Responsibility	Status
Administrative office	stained ceiling tiles	replace when leak fixed	Bruce	
Adult internet #5	torn divider	repair	Facilities	
Adult stacks 750's	carpet stain	clean	cleaning service	
Behind shed	stuff is accumulating corner is worn leading into media area	remove paint and put protector	Friends/staff	Friends working on
Childrens			Bruce	
Children's	Stain on couch in parent's area	clean	staff	
Children's hallway ramp	black mark on ceiling	clean	Bruce	
Community Room	electrical access in floor is ugly	paint?	Facilities	
entire library	air intake vents are dusty	clean	cleaning service	
large print area	wallpaper is pulling away from wall	repair	Bruce	
large print area	ceiling tile slipping	repair	Facilities	
Magazine Room	plexiglass is coming loose	check and repair	Bruce	
Magazine Room	scrapped paint under window by floor	paint	Bruce	Bruce will paint 11/11/14
outside	leaves in gutters	clean out	Facilities	Work order input to Fac.
Outside	light bulbs and bucket outside			
Outside	emergency exit	dispose of	Bruce	completed 11/7/14
Outside	what are wires hanging off building	investigate	Facilities	
Quiet Study	Need Valances	get valances	Library Board	
		have Friends move stuff		
staff room	overcrowded		Friends	
Stairwell behind Ref. office				
	Windows are crummy looking	paint	?	
Study Room #2	Ceiling tile outside in broken	replace	Bruce	
study room #3	Wall is marked up	paint	Bruce	
Teen	chair cushions saggy on arm chairs	replace	Library Board/Friends	

D. Facility and Site

1. Agreement with Town Update

Maureen reported that Peter Alter, the attorney the Board hired to review the Town documents, has had no communication with Town Attorney Peter Boorman since presenting the agreement for easement to Attorney Boorman. Attorney Boorman did acknowledge receipt of the agreement, but has not been heard from since then. Anna, Maureen, Lisa, the Town Manager, and the Mayor will be meeting on Wednesday evening to discuss the Town's plans.

E. Fund Development/Legacy Society

Pauline reported that she has reviewed the packet of information.

F. Budget

Patty reported that the 2015-2016 budget should be given to the Town Manager with a 0% increase. Patty had some spread sheets showing CIP analysis throughout the years that she shared with the Board. Kris indicated that when she was on the CIP Committee there was \$6.35 Million up for discussion every year, and it depended on whether it was bonded or pay-as-you-go.

G. Technology

Paul had no report.

H. Nominating Committee

There was no report.

I. Communications Committee

Patty reported that a letter has been written and sent to Lisa for final editing. The Communications Committee hopes to get this letter into the on-line version of the Hartford Courant, Newington Life, Newington Town Crier, and Rare Reminder within the next few weeks. There was discussion about also having the letters available on the Friends website and the Library's Facebook page.

XI. OLD BUSINESS

There was no Old Business.

XII. NEW BUSINESS

1. Hanel Concert

Anna reported that she heard a musical group a few months ago that was excellent, and she is checking to see when they will be in the Connecticut area again and hope that they are available for the Hanel Concert.

MOTION: Diane Stamm made a motion to purchase \$100 gift card for Shirlee-Ann Kober, Iris Larsson seconded the motion, all were in favor, and the motion was passed unanimously with a 13-0 vote.

Patty reported that she presented at the Association of Connecticut Library Boards. She stated there was a gentleman named John Treska from everylibrary.org and he had a wonderful presentation.

XIII. PUBLIC PARTICIPATION

There was no Public Participation.

XIV. ADJOURNMENT

MOTION: Neil Ryan made a motion to adjourn, Kris Nasinnyk seconded the motion, all were in favor, and the motion to adjourn was passed unanimously with a 13-0 vote at 8:55 PM.